



Temporary Import/Event Client Checklist

Contacts			
1. Person responsible for the goods: <i>(Please circle below)</i> Importer / Broker / Owner / Other <i>(If other, please specify):</i>	Name:		2. Who is/are the document lodgement contact/s? <i>(if different from stated)</i>
	Position:		3. Who is/are the event contact/s?
	Preferred contact details:		4. Who is/are the site contact/s?

Background			
5. What does this import relate to?	<input type="checkbox"/> An event <input type="checkbox"/> A temporary Import <input type="checkbox"/> Other <i>(please specify):</i>	6. If an event, what is the name of the event?	
		7. What is/are the date/s of the event?	

Transport			
8. By which mode of transport will the goods be arriving? <input type="checkbox"/> Air <input type="checkbox"/> Sea <input type="checkbox"/> Both	9. For goods arriving by sea please detail how the goods are being transported. <input type="checkbox"/> Break bulk <input type="checkbox"/> Open top containers <input type="checkbox"/> Flat rack containers <input type="checkbox"/> Other <i>(please specify):</i>	10. How many consignments or shipments are you expecting to arrive?	<input type="checkbox"/> Air
			<input type="checkbox"/> Sea

Clearance			
11. Have you previously managed temporary imports/special events?	<input type="checkbox"/> No <input type="checkbox"/> Yes	13. If Yes please provide broker contact details <i>(if different from above):</i>	
12. Will a customs broker be engaged to clear the consignment?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
14. What timeframes have you allowed for clearance of the goods?		15. If goods are imported as a carnet will you be lodging the documents with DIBP for a pre clearance?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If Yes, please note, the documents can be sent to the Department of Agriculture and Water Resources (the department) after DIBP assessment.</i>
16. What method of lodgement will be used to clear the goods with Department of Immigration and Border Protection (DIBP)?	<input type="checkbox"/> FID <input type="checkbox"/> SAC <input type="checkbox"/> Unsure <input type="checkbox"/> Informal Clearance Assessment <input type="checkbox"/> Other <i>(please specify):</i>		

Risks			
17. Can you provide photographs/evidence of the cargo being cleaned/treated/packed offshore?	<input type="checkbox"/> Yes <input type="checkbox"/> No	18. Have you checked the Biosecurity Import Conditions system (BICON)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, refer to http://www.agriculture.gov.au/bicon</i>
19. Do the goods include food? <i>If yes, please note that food or consumables cannot be imported under a carnet. An import declaration will need to be lodged with DIBP.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, list details:</i>		20. Do the goods require inspection and or treatment?
21. What further considerations need to be addressed?			

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The collection of 'protected information' including personal and sensitive information by the Department of Agriculture and Water Resources in relation to this Temporary Import/Event Client Checklist is being collected under the *Biosecurity Act 2015* for the purposes of determining a potential biosecurity risk and related purposes. If you do not provide the relevant personal information requested in this form, the department may be unable to complete a full biosecurity risk assessment and/or contact you should future biosecurity risks emerge. Information collected by the department will only be used or disclosed as authorised under the Biosecurity Act.

The personal information requested on this form may be disclosed to the Department of Health, the Department of the Environment and other Australian Government and state agencies. The information will not usually be disclosed overseas. It will only be disclosed if authorised by the Biosecurity Act.

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